To
All Heads of the Departments & Faculty Members
All Principals of the Affiliated Colleges

Dear Colleagues:

As you are all aware, we have closed our university and colleges and classes have been suspended till April 14, 2020 due to the lock-down declared by the Government. I am sure that you are all making productive use of your time in research and updating teaching materials.

Even when we resume classes, there will be very little time to complete teaching, and conduct examinations and evaluation before the end of this academic year. Further, students’ time can be better utilised during the remaining lockdown period by engaging them in learning activities in order to complete the semester as per schedule.

Under these circumstances, I request all of you to explore ways to engaging our students using suitable on-line teaching methods in order to complete the ongoing courses. If any sessional test is to be completed, the written examination can be substituted by assignments or term papers or any other assessment which you consider appropriate for the course. When students return after the lockdown period, we can conduct the end-semester examinations and publish the results on time so that the outgoing students can take up a job or proceed for higher studies.
You can consider the following methods to engage our students in teaching and learning activities:

i. **Recorded Video Lectures:** The easiest and simplest way of on-line teaching is to use your mobile phone or laptop to record lectures and share it through google drive, e-mail, and WhatsApp or upload in the website. I am sure that most of our students have laptop or mobile phones with internet connectivity and hence I do not foresee any difficulty in access the video lectures.

ii. **e-mail Groups:** Course Faculty can create e-mail group IDs to share the reading materials, journal articles, power point presentations, references etc.,

iii. **WhatsApp Discussion Groups:** Course Faculty can create WhatsApp group with the students of the course and facilitate interaction with the course faculty and among themselves. The discussion should however be restricted to the subject. WhatsApp video calls can be used to discuss with students.

iv. **Skype:** Live lectures can be delivered through Skype. Kindly ensure that the students have access to internet with good bandwidth.

Besides these simple on-line methods of teaching, there are several Learning Management System (LMS) available. You may explore the following LMS:

v. **Zoom and Google Hangouts Meet:** Both are equally good and have provision for recording, screen sharing and group messaging. The Zoom basic version is freely downloadable but it has certain limitations. You can deliver lectures using ppt or handouts and arrange a Q&A session during a pre-set time.

vi. **Piazza (https://piazza.com/)** has been used in many Universities for Q&A sessions and discussion among students. This can be combined with video lecturers.
vii. **UGC MOOCs courses available in NPTEL and SWAYAM Platforms and UGC Learning Resources:** The course faculty can identify the teaching materials from the above sources and recommend to students. Students can download and learn at their own pace.

viii. **PCP classes for IDE:** The above on-line teaching methods can also be tried for students enrolled in our distance education programmes.

The experience from on-line teaching will help us to implement the full-fledged Learning Management System such as Moodle (Modular Object-Oriented Dynamic Learning Environment), Webex, and Google Class Room among others.

I also request the Heads of the Departments to facilitate our faculty members, both regular and Guest faculty, to conduct on-line teaching. Faculty members can share their experience with on-line teaching platforms for everybody's benefit.

Thank you and best regards.

Yours sincerely,

P. Duraisamy

[Professor P. Duraisamy]